**Media & IT Curriculum Technician**

# Role Description

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| **Job title & Grade** | Media & IT Curriculum Technician  Grade 5  JE Code - D169 |
| **Reporting & Communication** | Deputy Headteacher  ICT Manager  Head of Media Studies |
| **Hours** | Full time 37 hours per week worked over 5 days, Monday to Friday |
| **Annual Leave** | Term time only (193 days) incorporating pro rata annual leave entitlement and bank holidays |
| **Probationary Period** | 6 months from date of appointment |
| **Job Purpose** | To support the school and a range of departments in the use of sophisticated Media and IT. The postholder is primarily deployed to A' Level Media Studies.  Working alongside the IT team to contribute to the support, care and maintenance of the school’s ICT infrastructure, including computing, audio, visual, CCTV, printing and telephony equipment.  Facilitating technical requirements for presentations and events within the school’s larger spaces. Taking student and staff photographs annually and undertaking video editing for promotional and information events and activities. |
| **Additional Duties** | None |
| **General** | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| **Confidentiality** | All employees are required to maintain confidentiality regarding any information about finance, students and employees. |
| **Checks** | This post is required to undertake a DBS check |
| **Role Description** | This role description is subject to review and change from time to time |
| **Main Duties** | **Media:**   * Using Desktop publishing and Editing software (Adobe Photoshop and Adobe Premier preferably). * Demonstrating the use of software to students within the classroom environment. * Maintenance, upkeep and safety of all Media Studies equipment (including laptops, printers, cameras, tripods etc) and manage a departmental booking system. * Meet with Heads of Media and the IT team both informally on a daily basis, but more formally on a weekly basis to discuss deployment and weekly roles. * Put up displays of students print work on a regular basis, preparing resources and bulk photocopying. * Help organise and update the Media Studies shared area on the network. * Assist with examination administration by collating students work for the exam board. * Assist with departmental administration in setting up coursework tracking spreadsheets. * Assist with coursework standardisation where possible. * Assist with the planning and leadership of the Media Oscars night in March. * Monitoring changes and developments with technology and ensuring that equipment is kept up to date. * Liaising with the Site Manager regarding health and safety matters relating to equipment.   **IT Support:**   * Supporting the IT team in maintaining the school network and infrastructure. * Auditing, tracking, and arranging maintenance when required of hardware such as Digital Cameras and iPads. * Supporting the IT team with their ticketing system, general IT administration, and upgrades. * Following safeguarding practices with a specific focus on e-safety and data protection. * Checking ICT rooms regularly, ensuring they are locked at break/lunchtimes, that paper is available, and printers are working, report any damage and maintain the booking system.   **Whole school:**   * Ensuring IT requirements within large spaces, such as the main hall and lecture theatre, are prepared ready for presentations. This includes assemblies, training, teaching and rehearsals. * Providing technical support during the school day, especially in the use of interactive screens within classrooms. * Taking photographs of students and staff at the beginning of the academic year for the purpose of ID badges and use within SIMS. * Taking photographs of whole school activities and events. Sharing images with pastoral and department leads as well as the Library Assistant i/c of Whole School Publications for use within external publications and on social media. * To record, edit and produce photographs and videos to be used in major public documents, meetings and on the school website. This will include events such as Parents' Evening and training conferences. * Providing information and guidance in the use of audio, visual and lighting technology for periodic large community bookings. * Completing health and safety checks to ensure equipment remains in safe working order.   **Dependent upon the knowledge and skills of the postholder, there may be the opportunity to:**   * Support the technical set up and delivery of school productions in the Music and Drama department, including setting up and operating sound and lighting equipment. * Support staff and students across the school with photoshop, filming and editing. * Establish a student technician team for in-house productions. * Complete PASMA training to enable working from height for stage productions.   **General Activities:**   * Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. * Be aware of and support equality of opportunity for all staff and students. * Contribute to the overall ethos/work/aims of the school. * Appreciate and support the role of colleagues. * Attend and participate in relevant meetings, as required. * Participate in training and performance review, as required. * Attend events out of hours when required to support key events and activities. Such activities are pre-agreed, with time off in lieu or overtime provided. * Any other tasks that may reasonably be required to support the smooth operation of the school. |

Signature of Post Holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

***This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.***

# Person Specification

**POST: Media & IT Curriculum Technician**

### **SCALE: Grade 5 (SCP 7-9)**

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| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Knowledge, Skills and Attributes** | * In depth knowledge of both hardware and software ICT systems and networks. * Able to relate well to students and staff. * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. * Excellent written and oral communication skills. * Able to plan and organise effectively. * Ability to self-evaluate learning needs and actively seek learning opportunities. | * E * E * E * E * E * E |
| **Experience** | * Working in an educational setting with students of secondary age. * Previous experience working in IT, ideally within IT support. * Experience of ICT support within education * A demonstrable understanding of Windows based environments. * Confident with all aspects of client-side operating   systems, network drives/printers etc.   * Experience using Office 365 software including Word, Excel, Powerpoint, Forms and Teams. | * D * E * D * D * E * D |
| **Qualifications and Training** | * 5 GCSE qualifications (or equivalent) at A\* - C. * L3/4 qualification in ICT. * L4/5 Qualification in ICT. * Demonstrable commitment to professional development. * Applicable vendor certification i.e. CCNA, MCSA,   CompTia+.   * The Apple Certified Associate—Mac Integration certification. * PowerShell or Scripting experience. | * + E   + E   + D   + E   + D   + D   + D |
| **Personal qualities** | * Ability to work constructively as part of a team or as an individual. * Be able to work accurately and to deadlines. * Ability to prioritise work, plan ahead and work unsupervised when required. * You will need to be good humoured, resilient and enjoy the challenge of working with young people. * Able to multi-task. * Enthusiastic. * Flexible and proactive. * Tolerant/resilient and able to work under pressure. * Calm and responsible. * Show initiative and be self-motivating * Able to maintain confidentiality * An understanding of the importance of promoting and safeguarding the welfare of children | * E * E * E * E * E * E * E * E * E * E * E * E |